



**CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT
JOINT COMMITTEE**

**Friday, 29 November 2019
at 1.00 pm**

**Airport Commodore Hotel
449 Memorial Avenue, Christchurch**

MEMBERSHIP:

Ashburton District Council	Mayor Neil Brown
Christchurch City Council	Mayor Lianne Dalziel
Environment Canterbury	Councillor John Sunckell
Hurunui District Council	Mayor Marie Black
Kaikoura District Council	Mayor Craig Mackle
Mackenzie District Council	Mayor Graham Smith
Selwyn District Council	Mayor Sam Broughton
Timaru District Council	Mayor Nigel Bowen
Waimakariri District Council	Mayor Dan Gordon
Waimate District Council	Mayor Craig Rowley

OBSERVER:

Te Rūnanga o Ngāi Tahu	Elizabeth Cunningham
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CANTERBURY CIVIL DEFENCE EMERGENCY MANAGEMENT JOINT COMMITTEE

Friday, 29 November 2019 at 1.00 pm

**Airport Commodore Hotel
449 Memorial Avenue, Christchurch**

AGENDA

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AGENDA ITEM NO: 4	SUBJECT MATTER: Election of Chair and Deputy Chair
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 29 November 2019
REPORT BY: Elaine Greaves Committee Advisor	ENDORSED BY: Bill Bayfield CEO, Environment Canterbury

PURPOSE

1. To advise Committee members of the procedure to elect the Chair and Deputy for the Canterbury Civil Defence & Emergency Management Joint Committee.

BACKGROUND

2. Under Schedule 7 of the Local Government Act 2001 (LGA), the Joint Committee must elect the Chair and Deputy Chair at its first meeting following the triennial general elections.
3. For each election the Joint Committee must choose one of two voting systems:
 - Election by the majority of members present and voting; or
 - Election by receiving a greater number of votes than any candidate.

CHARACTERISTICS OF ELECTION BY MAJORITY (VOTING SYSTEM A)

4. The person who is elected receives the votes of a majority of the members of the Joint Committee.
 - There is a first round of voting for all candidates.
 - If no candidate is elected in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded.
 - If no candidate is successful in the second round there is a third, and so on. Each time the candidate with the fewest votes in the previous round is excluded.
 - If, in any round, two or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
 - Rounds of voting will only be required where there are more than two candidates.

CHARACTERISTICS OF ELECTION BY GREATEST NUMBER OF VOTES (VOTING SYSTEM B)

5. A person is elected if they receive more votes than any other candidate.
 - There is only one round of voting
 - If two or more candidates tie for the most vote, the tie is resolved by lot.

COMMENT

6. The Joint Committee can choose either of the two voting systems described above to elect the Chair and Deputy Chair. The Joint Committee is entitled to adopt different systems for the election of the Chair and Deputy Chair. However, for reasons of ease and practicality, it is suggested that it adopt the same procedure for the election of both the Chair and Deputy Chair.

DETERMINING BY 'LOT' WHEN THERE IS A TIE

7. Both voting systems require a resolution by 'lot' if two candidates receive an equal number of votes and no one else is elected. The most common procedure is for the names of the candidates with the same number of votes to be placed in a container and the name of the person drawn out by an independent person is deemed the winner, i.e. elected or not excluded from the next round. It is recommended that this process be used in the event that there is a tie between candidates.

WHICH VOTING SYSTEM IS BEST?

8. If the Joint Committee wants to guarantee that the Chair and Deputy Chair receive the votes of a majority of its members, it should adopt voting system (A), i.e. election by majority. This is because the alternative voting procedure, where a candidate is elected by receiving the greatest number of votes, does not ensure that the winning candidate has the support of more than half of Joint Committee members in every instance.

NEW CHAIRPERSON TO TAKE THE CHAIR BEFORE DEPUTY CHAIRPERSON IS ELECTED

9. Once the voting procedure has been decided, the Chief Executive will call for nominations for the office of Joint Committee Chair. Once elected, the newly-elected Chair shall take the chair for the rest of the meeting.

RECOMMENDATIONS

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

1. **Chooses either**
 - a. **voting system A (election by the majority of members) OR**
 - b. **voting system B (election by the greatest number of votes)**
for the election of the Joint Committee Chair and Deputy Chair.
2. **Agrees that, in the event of a tie under voting system A, the candidate to be excluded from the next round of voting shall be resolved by lot as described in section 7 of this report.**
3. **Agrees that, in the event of a tie under voting system B, the candidate to be elected shall be resolved by lot as described in section 7 of this report.**

AGENDA ITEM NO: 5	SUBJECT MATTER: Canterbury CDEM Group Roles and Responsibilities
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 29 November 2019
REPORT BY: Neville Reilly Group Controller	ENDORSED BY: Bill Bayfield

PURPOSE

To receive a report on the roles and responsibilities of the Canterbury Civil Defence Emergency Management (CDEM) Group.

ATTACHMENT

Quick Guide: Declaring a State of Local Emergency

BACKGROUND

During an emergency, mayors and elected members have a critical role to play. The declaration of a local emergency is made by the mayor, or if the mayor is unavailable, by an authorised elected member. Mayors and elected members will usually be the main spokesperson in providing information and advice to the public.

The CDEM Act requires local authorities to work together regionally to co-ordinate civil defence activities. This includes management across reduction, readiness, response, and recovery.

REPORT

CDEM Groups are a core component of the CDEM Act 2002. Sixteen CDEM Groups have been formed across New Zealand as committees of elected councillors from each council within regional boundaries.

The Group delivers CDEM through the executives, planners and operational staff of the many agencies involved in CDEM. Groups are a consortium of the local authorities in a region working in partnership with emergency services, lifeline utilities and partner agencies to:

- identify and understand hazards and risks
- prepare CDEM Group plans and manage hazards and risks in accordance with the 4R's (reduction, readiness, response and recovery).

Under the Act, every CDEM Group must prepare and approve a Civil Defence Emergency Management Plan (CDEM Plan). These plans must state and provide for:

- the local authorities that have united to establish the CDEM Group
- the hazards and risks to be managed by the Group
- the CDEM arrangements necessary to manage the hazards and risks

- the objectives of the Plan and the relationship of each objective to the National CDEM Strategy
- the financial arrangements for functioning of the Group
- the arrangements for declaring a state of emergency in the area of the Group
- the arrangements for co-operation and co-ordination with other Groups.

The Act requires that CDEM Groups consult with the public over the development of their CDEM Group Plan. A copy of the Canterbury CDEM Group Plan is available at: <http://cdemcanterbury.govt.nz/media/37550/canterbury-cdem-group-plan-updated-june-2018.pdf>

Useful information for elected officials can be found on the MCDEM website: <https://www.civildefence.govt.nz/resources/resources-for-elected-officials/>

Neville Reilly, Canterbury CDEM Group Controller, will discuss the roles and responsibilities of the Canterbury Civil Defence Emergency Management Group.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the report on the roles and responsibilities of the Canterbury Civil Defence Emergency Management Group.**



Quick Guide: Declaring a state of local emergency

Purpose of state of local emergency

Declaring a state of local emergency provides for Controllers to direct and coordinate personnel, material and other resources made available and provides access to extra-ordinary powers to deliver an effective and timely response to an emergency.

Even when the tests below in the Act are met, there is an element of judgement about if a state of emergency should be declared. However, if access to extra-ordinary powers is required, such as requiring an evacuation, a state of emergency should be declared.

Key tests

A declaration can only be made if all the tests in the Act are met.

1. Does it appear to you that an emergency has occurred or may occur within the area?
2. Is the situation an emergency as defined in the CDEM Act 2002? Is it:
 - The result of a happening, whether natural or otherwise including, without limitation, any explosion, earthquake, eruption, tsunami, land movement, flood, storm, tornado, cyclone, serious fire, leakage or spillage of any dangerous gas or substance, technological failure, infestation, plague, epidemic, failure of or disruption to an emergency service or a lifeline utility, or actual or imminent attack or warlike act; **and**
 - Causes or may cause loss of life or injury or illness or distress or in any way endangers the safety of the public or property in New Zealand or any part of New Zealand; **and**
 - Cannot be dealt with by emergency services or otherwise requires a significant and co-ordinated response?

Good practice advice

Talk to the Controller about the tests above and whether powers are needed, or coordination may be required, under the Act. For example, do people need to be evacuated or access restricted to certain areas? Are inspections on private property needed? Do CDEM officials need to take control of land or buildings to enable the preservation of human life?

Indicators that an emergency may require a significant and coordinated response include:

- many agencies involved in responding to the emergency.
- lifeline utilities aren't functioning or are having difficulty functioning;
- social utilities such as schools are closed.

Other matters

The provisions for Government financial support to local authorities relating to emergencies apply whether or not there is a state of emergency.

For Mayors or a person delegated in the Mayor's absence, does the emergency affect more than one district? If so, have you contacted the CDEM Group person authorised to declare a state of emergency for the CDEM Group area to see if they plan to declare a state of local emergency for the Group area?

Other matters (continued)

We recommend you talk to your Controller first. We also recommend you talk to your MCDEM Regional Emergency Management Advisor (REMA) or MCDEM Duty Officer (0800 CIVILD) if you cannot contact your REMA. They can help you consider all the necessary factors and ensure that MCDEM are aware of the situation in case national support is required.

Depending on the circumstances, others you may want to talk to:

- Other members of the CDEM Group e.g. neighbouring mayors
- Local Controller and Emergency Management Officers
- Local Authority Utility Managers
- New Zealand Police
- Fire and Emergency New Zealand
- Providers of health and disability services (e.g. District Health Boards, Primary Health Organisations, Ambulance Services).

AGENDA ITEM NO: 6	SUBJECT MATTER: Emergency Management System Reform
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 29 November 2019
REPORT BY: Peter Cameron MCDEM	ENDORSED BY: Bill Bayfield

PURPOSE

To receive an update on the Government's programme to implement the recommendations contained in the Technical Advisory Group's report.

ATTACHMENT

Emergency Management System Reform Programme Update.

BACKGROUND

On 30 August 2018, the Civil Defence Minister, Kris Faafoi, released the Government's response to the Technical Advisory Group's report into how New Zealand responds to natural disasters and emergencies.

The response can be found at <https://dpmc.govt.nz/sites/default/files/2018-08/natural-disasters-emergencies-government-response-tag-report.pdf>.

REPORT

The Government's response addresses the Technical Advisory Group's findings, together with 42 recommendations, and sets out a multi-year work programme that will deliver extensive change to New Zealand's emergency response system. This will improve how New Zealand responds to natural disasters and other emergencies in five key areas:

1. Putting the safety and wellbeing of people at the heart of the emergency response system
2. Strengthening the national leadership of the emergency management system
3. Making it clear who is responsible for what, nationally and regionally
4. Building the capability of the emergency management workforce
5. Improving the information and intelligence system that supports decision-making in emergencies.

The Department of the Prime Minister and Cabinet (DPMC) is leading a multi-year work programme titled the 'Emergency Management System Reform Programme'. The Programme includes amending the CDEM Act.

One of the key recommendations to be adopted is the establishment of a new National Emergency Management Agency (NEMA) to provide strong national leadership.

Peter Cameron, REMA, will provide a presentation on the Emergency Management System Reform work programme.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the report on the Government's programme to implement the recommendations contained in the Technical Advisory Group's report.**

Emergency Management System Reform

Programme Update

**Tracking the progress of Government
response to the Technical Advisory
Group's recommendations**

October 2019



Foreword

Just over one year ago, the Government announced *Better Responses to Natural Disasters and other Emergencies in New Zealand* — its response to the Technical Advisory Group's Ministerial Review recommendations.

At the time, the response set out a significant multi-year programme of work and change for emergency management.

Five key areas were identified to improve how New Zealand responds to natural disasters and other emergencies.

1. Putting the safety and wellbeing of people at the heart of the emergency response system
2. Strengthening the national leadership of the emergency management system
3. Making it clear who is responsible for what, nationally and regionally
4. Building the capability and capacity of the emergency management workforce
5. Improving the information and intelligence system that supports decision making in emergencies

One year on, progress has been made. Through the Emergency Management System Reform, the government is seeking a transformative change that will shape how emergency management will need to work in the future.

One of the key parts of the Emergency Management System Reform is the decision to establish the National Emergency Management Agency — or NEMA. Currently, the establishment process is continuing at pace. The Government's decision to establish NEMA acknowledges the importance of integrated action across the 4Rs — risk reduction, readiness, response and recovery — and for all hazards and all risks. NEMA's primary focus will be on the performance and capability of the emergency management system as a whole. It will be across the 4Rs and be all-hazards and all-risks, not just those areas traditionally considered 'Civil Defence'.

To make sure NEMA is in a strong position to fulfil its role in the emergency management system, legislative and other regulatory changes will be introduced later in the transition process.

There has been plenty of work progressing in the Emergency Management System Reform programme. This work brings about the system-wide changes in the five key areas identified by the Government and has been done with and across a range of partners, agencies and stakeholders that we have worked with over the last year.

This update provides you with an overview of what's been achieved so far in the Emergency Management System Reform and what's on the horizon — both short-term and longer-term. All of the work that comes from this programme ensures that people are at the heart of New Zealand's emergency management system.

These changes will ensure that all New Zealanders can rely on a system that will support them in any emergency, now and in the future.

Everyone who is part of the emergency management system has a role to play. Thank you for your efforts, commitment and support as we continue this journey together.



Sarah Stuart-Black

Executive Director, Ministry of Civil Defence & Emergency Management

Putting the safety and wellbeing of people at the heart of the emergency response system

What has been achieved?

- Signed an agreement with Deaf Aotearoa to increase the use of New Zealand Sign Language in emergencies.
- Launched a new public education website (getready.govt.nz) and enhanced the current Civil Defence website (civildefence.govt.nz).
- Provided support and resources for Mayors regarding their role in an emergency.
- Worked with media to increase understanding of the tsunami warning process.
- Agreed on IT requirements for the welfare registration and needs assessment process.
- Created the Emergency Management Assistance Team. The Emergency Management Assistance Team includes experienced Public Information Managers and capability to engage with Māori.
- Engaging with Civil Defence Emergency Management Groups via the National Public Information Management programme to create closer working relationships with media.
- Introducing Strategic Communications to Response and Recovery Managers through the Response and Recovery Leadership programme. Civil Defence Emergency Management Controllers are also being introduced to Strategic Communications through the Controller's Toolbox.
- Making sure that Emergency Mobile Alerts will be available for third party redistribution.
- Developing a welfare registration and needs assessment tool. The tool will be implemented in 2019, and in 2020 it will begin to be embedded across the civil defence emergency management sector.

What are we doing now?

- Developing best practice approaches for communicating with CALD (culturally and linguistically diverse) communities so that they are more involved in reduction, readiness, response and recovery.

What are we planning?

- Create Level 5 Unit Standards for Public Information Management in 2020.

Strengthening the national leadership of the emergency management system

What has been achieved?

- The Government has announced that a new emergency management agency (National Emergency Management Agency – NEMA) will be established and that the Ministry of Civil Defence & Emergency Management will transition into the National Emergency Management Agency.
- The Government has decided on lead agency responsibilities for infrastructure failure with the Ministry of Business, Innovation, and Employment (for ICT, energy or fuel supply failure) and with the Ministry of Transport and transport agencies (for transport infrastructure failure).

- Working on the second phase of the National Emergency Management Agency (NEMA) transition programme. The second phase includes designing the future organisational strategy, operating model and organisational design.

What are we planning?

- Work with the Ministry of Business, Innovation, and Employment; the Ministry of Transport; and transport agencies to introduce lead agency arrangements. These arrangements will be confirmed in the revised National Civil Defence Emergency Management Plan.

What are we doing now?

- Working on the first phase of the National Emergency Management Agency (NEMA) transition programme. The first phase includes the legal mechanisms needed to establish the National Emergency Management Agency and the transition from Ministry of Civil Defence & Emergency Management to National Emergency Management Agency.

Making it clear who is responsible for what, nationally and regionally

What's been achieved?

- Published the Wellington Earthquake National Initial Response Plan (WENIRP).
- Published *Coordinated Incident Management System (CIMS)* 3rd edition. From 1 July 2020, this third edition will replace all previous editions.
- Encouraged Civil Defence Emergency Management Groups to co-opt ambulance services onto their Co-ordinating Executive Groups.
- Developed nationally consistent Role Profiles for *Coordinated Incident Management System (CIMS)* 3rd edition.

What are we doing now?

- Developing the National Fuel Emergency Plan. This Plan includes lead agency responsibilities for infrastructure failure and the roles and responsibilities of support agencies.
- Completing the last of the nationally consistent Role Cards and Descriptions for *Coordinated Incident Management System (CIMS)* 3rd edition.

- Continuing to work with lead agencies on the development of their national plans to improve planning and arrangements for how agencies will work together and who will do what across the national security system.

What are we planning?

- Begin reviewing the National Civil Defence Emergency Management Plan in 2020.
- Update the National Security System handbook and the National Civil Defence Emergency Management Plan to reflect the new definition of 'lead agency'.
- Develop the National Earthquake Framework over the next 36 months.

Building the capability and capacity of the emergency management workforce

What has been achieved?

- Formed the new Emergency Management Assistance Team (previously called Fly-in Teams).
- Designed and delivered three Response and Recovery Leadership programme Tier 1 courses. These courses are designed to support the capability of Controllers (replacing the previous course), Recovery Managers and Response Managers.
- Developed and released ITF (Integrated Training Framework) courses for Public Information Management in a Coordination Centre and Logistics in a Coordination Centre.
- Revised Level 5 Unit Standards for Intelligence, Operations, Logistics and Planning. These standards are due for wider sector consultation in November 2019 and will be registered on the New Zealand Qualifications Framework early 2020.
- Developed a Coordinated Incident Management Level 2 online assessment. This assessment is expected to be launched November 2019.
- Developing a discussion document on standards and accreditation for response and recovery leaders. This document is expected to be completed by the end of 2019.
- Developing an ITF (Integrated Training Framework) course for Lifeline Utility Coordination in a Coordination Centre.
- Building a response and recovery capability framework with a current focus on leadership.
- Implementing national governance structures to coordinate and oversee volunteer response teams working in emergency management.

What are we planning?

- Design and deliver Response and Recovery Leadership programme Tier 2 courses.
 - Develop Level 5 Unit Standards for Public Information Management, Welfare and Safety.
 - Develop nationally consistent training and assessment packages for Level 5 Unit Standards in Intelligence, Planning, Operations and Logistics.
 - Develop a Level 6 Unit Standard for the Incident Management System.
 - Develop guidelines to support *Coordinated Incident Management System (CIMS)* 3rd edition.
 - Develop and implement a capability, competency and accreditation framework for volunteer response teams working in emergency management.
- ## What are we doing now?
- Continuing to co-design core and common products to support embedding *Coordinated Incident Management (CIMS)* 3rd edition.
 - Developing a Recognition of Current Capability process.
 - Revising Coordinated Incident Management System Level 2 and Level 4 Unit Standards to align with *Coordinated Incident Management System (CIMS)* 3rd edition.

Improving the information and intelligence system that supports decision-making in emergencies

What has been achieved?

- Included experienced Public Information Managers and people with Māori engagement capability in the Emergency Management Assistance Team.
- Completed an IT infrastructure upgrade of the National Crisis Management Centre.
- Developed an initial business case for a new emergency management facility. New investment is being made for strengthening National Crisis Management Centre resilience.
- Established IT infrastructure at the Auckland alternative National Crisis Management Centre.
- Developed online learning for EMIS (emergency management information system).
- Completed a business case for the Common Operating Picture programme stage 2, progressed some simple elements and identified priority datasets.
- Developed a new Intelligence course.
- Identified a new information management system that will support the emergency management sector and help achieve shared situational awareness.

What are we doing now?

- Providing agencies and Civil Defence Emergency Management Groups with access to critical datasets, e.g. power outages.
- Working on the new emergency management information management system. This will be ready for use from early 2020 and support will be available to embed the new system in emergency management agencies.
- Developing an ITF (Integrated Training Framework) course for Intelligence in a Coordination Centre.

What are we planning?

- Consider a model for integrating science advice.

Longer-term objectives

There are other longer-term objectives that came from the the Government's response to the Technical Advisory Group's recommendations and many of these relate to the National Emergency Management Agency (NEMA). Some objectives are underway but require further work. For others, we need to consult with the civil defence emergency management sector before work can begin.

National Emergency Management Agency

- Ensure the National Emergency Management Agency (NEMA) has the systems, processes and resources in place for national monitoring of Civil Defence Emergency Management Groups against standards, assessment against Unit Standards, and support of Civil Defence Emergency Management Groups to work with iwi and monitor progress on engagement.
- Ensure the National Emergency Management Agency (NEMA) has the systems and resources to manage national standards and carry out system assurance.
- Consider regulations that would allow the National Emergency Management Agency (NEMA) to enforce standards.
- Ensure Civil Defence Emergency Management Groups have iwi representation on Co-ordinating Executive Groups.
- Consider regulations that would establish national standards for technical and personal competency for National, Regional and Civil Defence Emergency Management Controllers.
- Consider regulations for Recovery Manager and Controller accreditation.
- Consider empowering the Director of Civil Defence Emergency Management to accredit Recovery Manager and Controller appointments made under the Civil Defence Emergency Management Act 2002.
- Consider national systems for continual professional development and re-accreditation.
- Consider regulations that would establish minimum standards for Groups.
- Consider legislative changes or regulations that would require civil defence emergency management consultation with iwi/Māori when planning.

Regulations and legislation

- Continue to engage with partners and stakeholders over proposed amendments to the Civil Defence Emergency Management Act 2002.

Capability and capacity

- Consider the consequences of introducing career pathways, consistent and high quality training and development, and clear professional standards and accreditation processes.



Ministry of Civil Defence
& Emergency Management
Te Rākau Whakamarumaru



DEPARTMENT OF THE
PRIME MINISTER AND CABINET
TE TARI O TE PIRIMIA ME TE KOMITI MATUA

AGENDA ITEM NO: 7	SUBJECT MATTER: Local Advisory Committees
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 29 November 2019
REPORT BY: Grant Haywood, FENZ	ENDORSED BY: Bill Bayfield

PURPOSE

To receive a report from Fire and Emergency New Zealand (FENZ) on Local Advisory Committees (LACs).

ATTACHMENT

Fact Sheet: Local Advisory Committees (LACs) dated 31 October 2018.

REPORT

On 1 July 2017, the Government established Fire and Emergency New Zealand (FENZ), and replaced two previous Acts with new legislation, the Fire and Emergency New Zealand Act 2017 (the Act). The Act combines urban and rural fire and emergency services into a single organisation for New Zealand, with clear powers to provide a wide range of fire and emergency services for communities. The Act requires the Board to establish Local Advisory Committees (LACs) as a way of helping ensure that community voices, interests, risks and needs are well represented, understood and considered in FENZ's local and national planning.

The main purpose of LACs is to provide advice to FENZ from a local perspective. As part of that, LAC members will engage with local communities on behalf of the Board and provide advice to the it and FENZ on national strategy, local issues, and local planning.

Committees will be made up of local people who reflect a range of community interests and have a good understanding of local risks and needs.

Grant Haywood from FENZ will provide further information on LACs, including the impact on territorial authorities.

RECOMMENDATION

- 1. That the Canterbury CDEM Group Joint Committee receive the FENZ report on Local Advisory Committees.**



FACT SHEET: LOCAL ADVISORY COMMITTEES (LACs)

31 October 2018

Fire and Emergency New Zealand will set up Local Advisory Committees (LACs) across the country to help it keep informed of the fire and emergency risks, and needs, of local communities.

Why have Local Advisory Committees?

Fire and Emergency NZ is committed to maintaining a strong local community presence throughout the country.

By being informed about current and future community risks and needs through strong links in the community, we will be better able to support communities to reduce the risk of, and respond to, fire and other emergencies.

What's the background to LACs?

Two reviews of fire services between 2012 and 2015 noted that for any changes to fire services to be successful, they should incorporate the perspective of communities and grow a stronger more influential organisation that is both reflective and supportive of the communities it serves.

Following the reviews, the Government agreed to reform the way fire and emergency services are delivered.

What will LACs do?

The main purpose of LACs is to provide advice to Fire and Emergency NZ from a local perspective. As part of that, LAC members will engage with local communities on behalf of the Board, and provide advice to the Board and to Fire and Emergency NZ on national strategy, local issues, and local planning. This will include considering the interests of local Fire and Emergency NZ volunteers and industry brigades.

Will LACs be involved in Fire and Emergency NZ's day to day business?

LACs are advisory only, and will not be involved in governance, management or operational matters and decisions.

When will LACs be set up?

LACs will be set up once the Board has set the boundaries for LAC areas and confirmed the approach for roll-out of LACs nationally.

What geographical area will each LAC cover?

The Board will set the boundaries for each LAC, following consultation with the public (undertaken in April – May 2018).

The LAC boundaries define the geographical area that each committee represents.

It's important to note that LAC boundaries are not the same as operational boundaries. LAC boundaries won't determine how we organise ourselves operationally.

Any decisions about operational boundaries will be considered as part of the work we're doing to create the new Operating Model.

How many LACs will there be?

Cabinet recommended that between 12 to 16 LACs be established nationally. By law, there must be one LAC for each local area.

The final number will be determined following the Board's decision on LAC boundaries.

Who will be appointed to a LAC?

Committees will be made up of local people who reflect a range of community interests and have a good understanding of local risks and needs, rather than being appointed solely because they represent a specific group.

They will be locally based people who, through their extensive connections with the community, can help inform our local and national planning.

They will have a range of attributes based on considerations set out in section 19 of the Fire and Emergency New Zealand Act 2017, which include skills, knowledge and experience relevant to Fire and Emergency NZ's main and additional functions, representation across a local area's communities and stakeholders, and diversity of perspectives.

How will LAC members be appointed?

The Board will appoint members to LACs after a nomination and selection process.

The process will be informed by the findings from the Hawke's Bay trial undertaken in early 2018 (see 'How will the LACs be run' for more info).

How will the LACs be run?

We are designing how LACs will operate in stages, building on what we learn at each step. The main steps are:

1. Pilot in Greater Auckland region (completed)
2. Pilot in Mid-South Canterbury region (completed)
3. Trial in Hawke's Bay region (completed)
4. Public consultation on LAC boundaries (completed)
5. Board approves LAC boundaries and proposed approach for roll-out of LACs nationally (currently planned for first quarter of 2019)
6. Establish LACs nationally (timing to be confirmed).

Is Fire and Emergency NZ required to set up LACs?

Yes. On 1 July 2017, the Government established Fire and Emergency New Zealand, and replaced two previous Acts with new legislation, the Fire and Emergency New Zealand Act 2017 (the Act).

The Act combines urban and rural fire and emergency services into a single organisation for New Zealand, with clear powers to provide a wide range of fire and emergency services for communities.

The Act requires the Board to establish LACs as a way of helping ensure that community voices, interests, risks and needs are well represented, understood and taken into account in Fire and Emergency NZ's local and national planning (section 14).

MORE INFORMATION

You can find out more about the decisions made by Cabinet about Fire and Emergency at www.dia.govt.nz/Fire-Services-Transition.

The Act is online at <http://www.legislation.govt.nz/act/public/2017/0017/43.0/DLM6712701.html>

Read the Discussion Document online at <https://fireandemergency.nz/public-consultation/>

You can find out more about Fire and Emergency at www.fireandemergency.nz

Fire and Emergency's Statement of Intent (2017-2021) is published at www.fireandemergency.nz

Email any questions to us at lacboundaryconsultation@fireandemergency.nz

AGENDA ITEM NO: 8	SUBJECT MATTER: Ministry of Civil Defence & Emergency Management Update
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 29 November 2019
REPORT BY: Peter Cameron, MCDEM	ENDORSED BY: Bill Bayfield

PURPOSE

The purpose of this report is to receive an update from the Ministry of Civil Defence & Emergency Management (MCDEM).

ATTACHMENT

MCDEM November 2019 Update.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the update from the Ministry of Civil Defence & Emergency Management.**



Ministry of Civil Defence & Emergency Management

Te Rākau Whakamarumaru

November 2019

National Emergency Management Agency (NEMA) Update

Programme Director Carolyn Schwalger and Programme Manager Julie Wade have met with Civil Defence Minister Peeni Henare to confirm a shared understanding of the machinery of government requirements to stand up the new National Emergency Management Agency (NEMA). In addition, the NEMA Transition Programme Team has been working on the mechanics (HR, IT, Finance, Legal) to ensure a smooth transition from MCDEM to NEMA at establishment. NEMA was the single focus of a recent MCDEM away day, looking in detail at the current state of MCDEM and its place in the emergency management system. Another MCDEM away day, focussed on how to achieve the strategic shift in the sector envisaged by the government's decision to create NEMA, is planned for the 7th of November.

The Programme Team has continued to grow. Rachel Hyde has been seconded from DPMC's National Security Group to provide policy advice on the transition. Tanya Myers started with the team on 23 September to work on NEMA's organisational design. Carolyn is also looking to recruit an adviser to launch a programme of systematic outreach with stakeholders on the future design of NEMA, so please be in touch if you know someone suitably interested and qualified.

Key meetings for the NEMA transition programme include the second Chief Executive's-level NEMA Steering Committee and first Senior Officials Group, both held early October.

Contact: Carolyn Schwalger, Programme Director NEMA Transition, email carolyn.schwalger@dpmc.govt.nz

Local Body elections and Emergency Management .

With the recent local body elections come the need to brief and update elected members on their roles and responsibilities in Emergency Management. The Ministry has resources on its website to assist with briefings which are posted below

<https://www.civildefence.govt.nz/cdem-sector/capability-development/cdem-training-courses/webinar-cdem-guide-for-mayors-and-elected-officials/>

<https://www.civildefence.govt.nz/resources/resources-for-elected-officials/>

We would encourage these briefings to take place as soon as possible given the unknown !!

New Zealand Emergency Management Assistance Team (NZ-EMAT)

All local government chief executives have been written to (among others) drawing their attention to the second round of recruitment for EMAT. Local Government CE's were asked to coordinate their nominations with their CDEM Group Managers and to confirm who will endorsing nomination in principal forms for their staff.

The updated MCDEM website provides additional insight into the emergency management leadership development offered by the EMAT course, and the benefits to home agencies in supporting staff participated.

EMAT cadre members took part in elements of the Hawkes Bay Ex Ruaumoko held at the end of October, while others supported the Southland Emergency Management planning exercise for the Milford Sound evacuation.

Applications for the second intake were open from 16 September to 11 October with interviews scheduled in early November to confirm candidates prior to Christmas for the second course which is confirmed 17-28 February 2020.

Recruitment will follow the same process as last time via applications (CV and covering letter) which will need to be submitted through a recruitment portal: <https://www.civildefence.govt.nz/cdem-sector/new-zealand-emergency-management-assistance-team/#recruitment> followed by structured interview and psychometric testing.

Potential EMAT members should have transferable experience in incident management within a coordination centre setting and be familiar with fundamental principles of integrated emergency management. We are particularly interested in applications from those with a Te Ao Māori perspective or other cultural lenses, as well as expertise in Public Information Management, Strategic Communications, Geospatial Information and Information Management.



A great photo of the EMAT taken on the Parliament steps following the certificate presentation. The EMAT members are: Anthony Edwards, Whanganui District Council; (Dr) Chip Gresham, Counties Manukau DHB / New Zealand Medical Assistance Team (not present in the photo below); Claire Brown, West Coast Civil Defence Emergency Management Group; Daniel Neely, Wellington Region Emergency Management Office; Doug Third, St John; Drew Coleman, Department of Conservation; Mark Crowe, West Coast Civil Defence Emergency Management Group; Mark Deoki, St John; Michele Poole, Emergency Management Otago;

Mike Gillooly, Christchurch City Council; Ross Pringle, Christchurch City Council; Veronica Gibson, Ministry of Social Development; Shaneen Simpson-Almond, Te Puni Kōkiri; Shona Morgan, Northland Civil Defence Emergency Management Group; Nick Pyatt, Fire and Emergency New Zealand.

Contact: Charlie Blanch, Manager NZ-EMAT, phone 021 576 879 or email: charlie.blanch@dpmc.govt.nz / nzemat.admin@dpmc.govt.nz

Revision of Coordinated Incident Management System (CIMS)

The CIMS 3rd edition was issued during September and alongside other support documents, a higher resolution version which can be used for print runs, as well as a generic presentation about the main changes introduced by CIMS 3rd edition changes are now available here:

<https://www.civildefence.govt.nz/resources/coordinated-incident-management-system-cims-third-edition/>

Contact: David Coetzee, Manager Capability & Operations, phone 04 830 5110 or email: david.coetzee@dpmc.govt.nz

Response and Recovery Leadership Capability Development Programme

To date we have received applications from Civil Defence Emergency Management Groups and local government, central government agencies such as New Zealand Police, New Zealand Transport Agency, Ministry of Foreign Affairs, Maritime New Zealand, Ministry of Health and the Department of Conservation, our own staff; and from private organisations and individuals such as: Mines Rescue, Air New Zealand and North Canterbury Transport Infrastructure Recovery.

Since April 2019, there have been 60 applicants approved onto the course, nine deferred (this means they were advised to add to their qualifications or experience to ensure the course would be worthwhile for them and they can fully and effectively contribute) and three declined.

The current course ran the face to face in Christchurch (week of 30 September) and the next course starts 7 October, with the face to face in Hamilton. Many thanks to all those who are supporting their Response and Recovery leaders to participate in this pathway and/or who are providing support through facilitators or venues.

The Leadership Capability Framework is undergoing final steps of identifying priority behavioural indicators before it will be shared for sector validation. The Recognition of Current Capability, to enable us to recognise the value of the development and experience applicants have already undertaken, is a work in progress.

The development of standards and the pathway to accreditation continues. Response and Recovery leaders will be able to demonstrate excellence in their field by meeting standards and gaining accreditation. Discussions we have had, and will continue to have, help us reflect upon our current thinking through a range of multiple perspectives.

Programme information and dates for 2020 are available at <https://www.rranz.org.nz/> and <https://dpmc.govt.nz/our-programmes/national-security-and-intelligence/national-security-workforce/response>

On 5–6 September, 50 new and experienced Controllers from across the country came together for the Controller's Toolbox at the Brentwood Hotel, Wellington. Topics ranged from policy and legislation, decision making under stress by Umbrella's Stephen Kearney and a

panel of Controllers for question time. David Coetzee, National Controller took the participants through the CIMS 3rd edition changes and all who came were given a 'toolbox' of takeaways to use. Well done to Erika Nunns from MCDEM for successfully organising and facilitating the two days and many thanks to all the MCDEM helpers and presenters.

Contact: Karen Singleton, Team Leader Capability, phone 04 830 5120 or email karen.singleton@dpmc.govt.nz

Alternative NCMC (Auckland) High Level Activation Plan

As part of the Government's response to the Technical Advisory Group (TAG)'s recommendations, MCDEM has been working to improve the information and intelligence system that supports decision making in emergencies. As part of this wider programme of work, we are implementing arrangements for an Auckland-based facility (at Ellerslie Event Centre) to manage a national crisis if the Wellington National Crisis Management Centre (NCMC) is unavailable.

Over the last few months, we have been scoping the Alternative NCMC work programme. An initial tranche of ICT equipment has been procured and installed in the Auckland facility, several site visits have been conducted to work through activation processes and arrangements, develop floor plans, as well as confirm initial ICT set up. We have developed a high level Activation Plan for the Alternative (Auckland) NCMC which we are socialising with partner agencies (in Wellington and Auckland) and we are now introducing this to CDEM Groups through the Operations Roadshow held across the country from August to October 2019. Further discussions will be held with partner agencies and CDEM Groups to work through the detail over the coming months. It is anticipated that an activation of an Alternative NCMC will be incorporated into Exercise Ru Whenua - the national Alpine Fault exercise in September 2020.

Contact: Jo Guard, Team Leader National Operations, phone 04 830 5117 or email jo.guard@dpmc.govt.nz

AGENDA ITEM NO: 9	SUBJECT MATTER: Controller's Report
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 29 November 2019
REPORT BY: Neville Reilly, Group Controller	ENDORSED BY: Bill Bayfield

PURPOSE

To receive the Group Controller's Report.

ATTACHMENT

Financial Report 1 July-30 September 2019.

REPORT

Finance

Income and Expenditure for the period 1 July-30 September 2019 is attached.

Opuha Dam

The owner of the Opuha Dam, Opuha Water Limited (OWL), advised on 4 October 2019 that it had determined there was the possibility that low-level internal erosion was occurring in the dam structure. OWL emphasised that sudden dam failure was "highly unlikely." The company put in place a "dam safety deficiency", a New Zealand Society on Large Dams (NZSOLD) safety category that means the company was undertaking a structured engineering risk management process.

The Opuha dam project is located 17 kms north east of Fairlie in the Mackenzie District and consists of a 50 metre high earth dam, with a single hydro turbine, and a lake covering up to 710 hectare, storing over 74 million cubic metres of water.

Timaru District Council has co-ordinated the development of an Evacuation and Communications Plan with all responding agencies.

The company is monitoring the dam and conducting daily on-site inspections while further investigations are undertaken.

Biennial Survey

Canterbury CDEM Group conducts a biennial survey with the aim of understanding Cantabrians' attitudes toward possible emergency events. Staff are finalising the questions for the next survey to be conducted late 2019. Questions cover the following areas:

- Emergency Preparedness
- Hazard/Emergency of Most Concern

- Relationship Between Emergency Events and Personal Preparedness
- Evacuations
- Emergency Planning – Household and Community

The results of the survey will be advised.

Canterbury 10 – EOC Support Team

The second residential course for the Canterbury EOC support team titled C10 (Canterbury 10) was held at Glentui on 23-27 September. Twenty participants completed the course, including one from the West Coast. Eight council emergency management officers (EMOs) have now attended, and there is now at least one EMO from each Canterbury TA in C10.

Initial feedback on the course was very positive. The total trained staff from Canterbury is now 42. The next step is to do a training activity combining both cohorts and we will look for opportunities to do this in the New Year.

Agency	Agreed Staff Contribution to C10	Current C10 members trained
Kaikoura District Council	2	2
Hurunui District Council	4	4
Waimakariri District Council	6	10
Christchurch City Council	18	10*
Selwyn District Council	5	5
Ashburton District Council	4	1
Timaru District Council	5	3
Mackenzie District Council	2	1
Waimate District Council	2	2
Environment Canterbury	4	4
Total	52	42

The C10 is a cadre of trained EOC staff that are available to support any TA within Canterbury in responding to an emergency.

Exercises

Canterbury CDEM Group conducts a three-year exercise cycle for EOC/ECC exercises. Year One is focussed on a local level response, Year Two on a regional level response, and Year Three on a national level response.

2019 is Year Two, with the regional Emergency Coordination Centre having participated on a South Island inter-Group exercise based on an Alpine Fault scenario. In 2020, a National multi-agency exercise based on an Alpine Fault scenario will be held.

Most TAs have now conducted exercises this year.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the Controller's report.**

Canterbury Civil Defence and Emergency Management Group



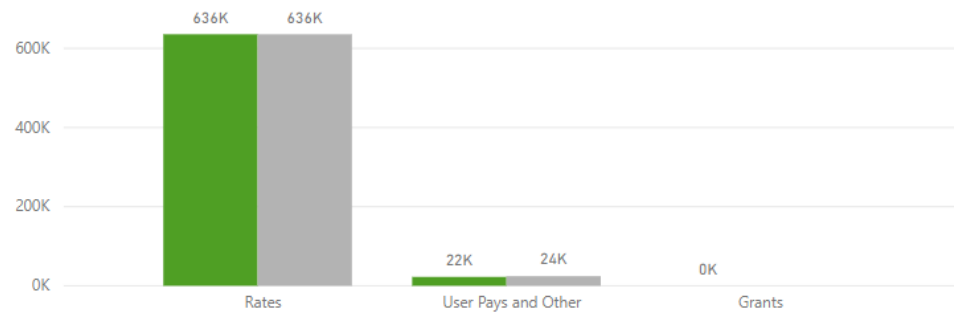
Operating Revenue	Operating Expenditure	Surplus/(Deficit)	Actual Expenditure vs Full Year Budget
658K Rev Var : -2K Rev Var % : -0.30% Budget : 660K	563K Exp Var : 1K Exp Var % : 0.00% Budget : 563K	95K Surp/Def Var: -2K Budget : 97K	

Reporting Period

7/1/2019 9/30/2019

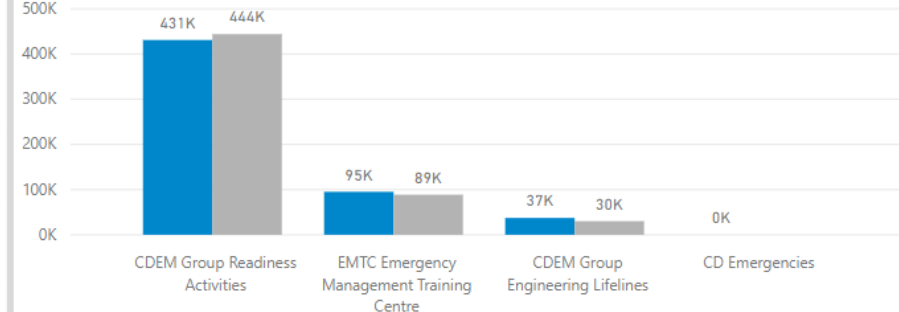
Actual Revenue vs Budget

● YTD Act Revenue ● YTD Bug Revenue



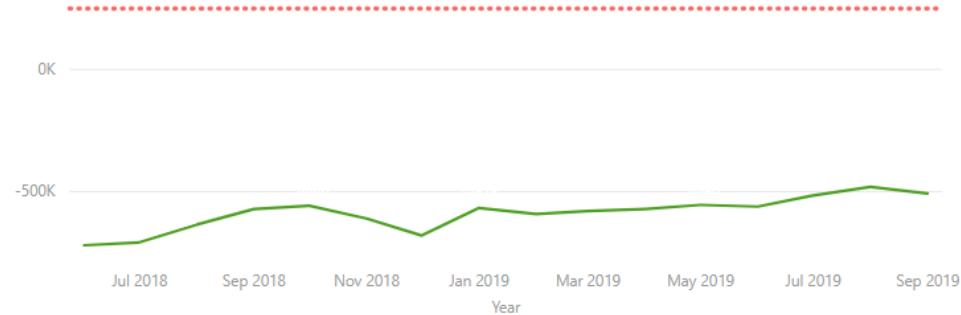
Actual Expenditure vs Budget

● YTD Act Op Expenditure ● YTD Bud Op Expenditure



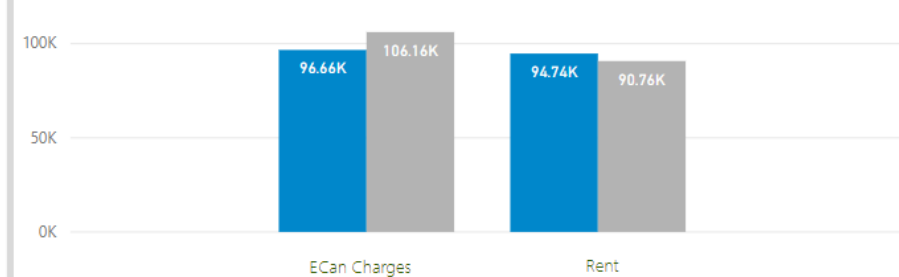
Reserve Movement

Reserve Policy: 250K



Actual Rent & ECan Charges vs Budget

● Actual Charges and Rent ● Budget Charges and Rent



Canterbury Civil Defence and Emergency Management Group

Reporting Period ▼

7/1/2019

9/30/2019



Detailed Revenue and Expenditure

Cost Centre ((\$000))	Revenue YTD			Expenditure YTD			Surplus / (Deficit) YTD			Full Year Budget	
	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget	Variance	Revenue	Expenditure
CD Emergencies				0		0	0		0		
CDEM Group Engineering Lifelines	30	30	0	37	30	7	-7	0	-7	120	121
CDEM Group Readiness Activities	540	541	-1	431	444	-13	109	97	12	2168	1,779
EMTC Emergency Management Training Centre	88	89	-1	95	89	6	-7	0	-7	357	357
Total	658	660	-2	563	563	0	95	97	-2	2645	2,256

Revenue Note:

CD Emergencies

No emergency activations to date in 2019/20

Lifelines

YTD Revenue is in line with budgeted expectation

EMTC

YTD Revenue is in line with budgeted expectation

CDEM Group Readiness Activities

YTD Revenue is in line with budgeted expectation. \$390k additional rates are budgeted to replenish reserves in FY20

Expenditure Note:

CD Emergencies

No emergency activations to date in 2019/20

Lifelines

Higher than expected Project Coordination & Management expenditure across July/August

EMTC

Lower than expected levels of training delivery in the YTD

CDEM Group Readiness Activities

YTD underspend is the result of favourable leave movement. The expenditure profile is expected to realign to budget through the balance of the year.

AGENDA ITEM NO: 10	SUBJECT MATTER: Civil Defence Acronyms
REPORT TO: Canterbury CDEM Group Joint Committee	DATE OF MEETING: 29 November 2019
REPORT BY: Elaine Greaves Committee Advisor	ENDORSED BY: Bill Bayfield

PURPOSE

The purpose of this report is to provide Joint Committee members with a list of frequently-used acronyms and abbreviations relating to Civil Defence matters, for information.

ATTACHMENT

List of Civil Defence abbreviations and acronyms at 21 November 2019.

RECOMMENDATION

That the Canterbury Civil Defence Emergency Management Group Joint Committee:

- 1. Receive the list of Civil Defence abbreviations and acronyms for information.**

Civil Defence Emergency Management Joint Committee

Abbreviations and Acronyms

CDEM	Civil Defence Emergency Management
CEDC	Civil Defence Centre
CEG	Coordinating Executive Group
CIMS	Co-ordinated Incident Management System
CJESP	Canterbury Justice and Emergency Management Services Precinct
ECC	Emergency Co-ordination Centre
EM	Emergency Manager
EMO	Emergency Management Officer
EMIS	Emergency Management Information System
EMTC	Emergency Management Training Centre
EOC	Emergency Operations Centre
FENZ	Fire & Emergency New Zealand
IMT	Incident Management Team
LA	Local Authority
LUC	Lifelines Utility Coordination Group
MCDEM	Ministry of Civil Defence and Emergency Management
MSD	Ministry of Social Development
NEMA	National Emergency Management Agency
TAs	Territorial Authorities
WCG	Welfare Co-ordination Group
4Rs	Reduction, Readiness, Response, Recovery

As at 21 November 2019